

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES:
CHAPTER: Professional Development		AUTHORITY: KRS 15A.065
SUBJECT: Pre-Service Training		
POLICY NUMBER: DJJ 502		
TOTAL PAGES: 2		
EFFECTIVE DATE: 4/1/13		
APPROVAL: A. Hasan Davis, COMMISSIONER		

I. POLICY

Staff hired or promoted shall be required to complete pre-service training as indicated by job classification, previous job experience, training, or education.

II. APPLICABILITY

This policy and procedures shall apply to Department of Juvenile Justice (DJJ) staff except the Executive Staff.

III. DEFINITIONS

Refer to Chapter 500

IV. PROCEDURES

- A. The Training Branch shall have oversight for the planning, provision, record-keeping, evaluation and reporting of pre-service training activities.
- B. Pre-Service training requirements shall be evaluated on an ongoing basis and reviewed annually.
- C. The Training Branch shall develop or coordinate the development of, a Pre-Service Training Plan for a new DJJ employee in specified job classifications within the first thirty (30) days of employment.
 1. The hiring program shall notify the Training Branch Manager or designee when a new employee is hired and shall notify the Training Branch Manager or designee of a new employee's job classification, education, previous job experience, and training, and shall notify of new promotions into specific job classifications including: Youth Worker Supervisor, Youth Services Program Supervisor (YSPS), and Juvenile Facility Superintendent (JFS) I, II, and III.
 2. The Training Branch Manager or designee shall forward the Youth Worker Training Academy (Academy) New Employee Packet to the

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employee's supervisor, including all relevant information needed for completion.

3. Special Group Requirements:

- a. Youth Worker: Youth Workers shall be required to attend the Academy and shall be hired to coordinate with the start of a new Academy.
- b. Youth Worker Supervisor, YSPS, and JFS I, II, and III: The Division Director or designee shall conduct a review of the trainings completed for each employee hired or promoted into these specific job classifications to determine specific training needs and shall develop a Training Plan for that employee accordingly. The training plan may be comprised of some or all of the Academy, in-service trainings, Governmental Service Center courses, or other training. The employee's supervisor shall forward the Training Plan to the Training Branch Manager or designee, including all relevant information needed for completion of the plan.

- D. Academy training records shall be maintained in the training record system by the Training Branch. Training records shall be maintained in accordance with Kentucky Department for Libraries and Archives Retention Schedules.

V. MONITORING MECHANISM

The Division of Professional Development Director and Training Branch Manager shall monitor this policy on an annual basis